

# Online Submission of the Certificate of Net Assessed Value

## User Guide

[www.stats.indiana.edu/govtgateway](http://www.stats.indiana.edu/govtgateway)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Department of Local Government Finance](#) (“DLGF”) and the [State Board of Accounts](#) (“SBOA”). The site was developed and is maintained by the [Indiana Business Research Center](#) at Indiana University with DLGF as part of the **Information for Indiana Initiative**, with support from the State of Indiana, Indiana University, and the Lilly Endowment.

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# Online Access Instructions

As an authorized user of the Indiana Government Gateway, your Username is your e-mail address. You will be sent an initial password, which you may change at any time to something unique and confidential.

## Web Address (URL):

[www.stats.indiana.edu/govtgateway](http://www.stats.indiana.edu/govtgateway)

Note: If your monitor resolution is “low,” the authorized personnel login may appear below the text, so be sure to scroll down if you don’t see it up at the top right.



## Welcome to Indiana's Gateway for Government Units

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

**The goal:** budget and expenditure transparency, made practical by collecting and disseminating multiple sources of information through a common Gateway. Units of local government will be able to submit budgets (for certification by the Department of Local Government Finance) and their Annual Reports (for use in auditing by the State Board of Accounts) through web-based forms and that data will populate a central database. The information will then populate user-friendly reports, published online, to enhance the flow of information from local government to its constituents.

[Project Timeline](#)  
Dates for pilot testing and deployment

**Presentation**  
(Given to Auditors, Assessors, Treasurers and Others in Spring 2010)

For more information, please call 317-232-3775 or email [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

The working collaborators on this initiative include the Governor's Office and these three agencies and is part of the Information for Indiana initiative.

- DLGF: Sarah Ancel, Deputy Commissioner
- SBOA: John Eppley, Information Systems Audit Director
- IBRC: Carol Rogers, Deputy Director

[Forgot your password?](#)

### Authorized Personnel Login

User Name:

Password:

☐ Stay signed in.

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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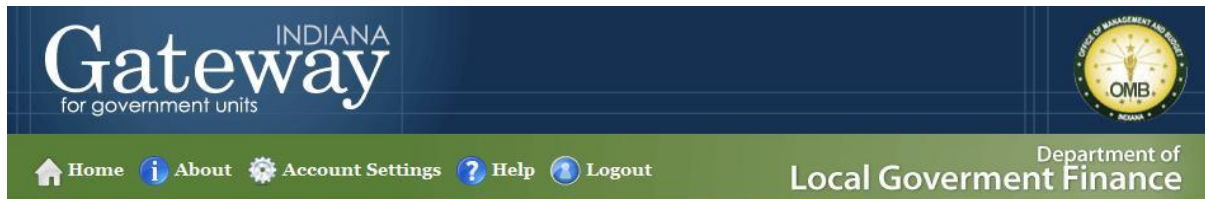
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# General Navigation Techniques

Any phrase that becomes underlined when you scroll over it can be clicked to take you to a new page in Gateway.

**DO NOT** use the “Back Button” on your internet browser to navigate through the different pages of Gateway. Instead, use the “Breadcrumbs” found just under the blue and green header bar.



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Manage Unit](#) > [Manage Funds List](#) > [Fund Page](#)

Selected Year: 2011 | Selected Unit: Adams County - 0000 Adams County | Selected Fund: 0101 General

## Fund Forms - 0101 General

Below are the forms available to complete for this fund. Form 1 must be completed for each relevant department. Please note:

- The yellow exclamation mark indicates the form is not yet complete and submitted.
- The green "Click to submit completed form to DLGF" link appears once a form is set to "complete awaiting submission".
- A green checkmark means a form is complete and has been submitted to DLGF for review.

<b>Form 1: Budget Estimate</b>	✓
<a href="#">Click to view depts. and forms</a>	✓ This form has been submitted.
32 of 85 forms completed for this fund.	
<b>Form 2: Estimate of Miscellaneous Revenues</b>	✓
<b>Form 3: Notice to Taxpayers</b>	⚠
<b>Form 4: Ordinance for Appropriations and Tax Rates</b>	⚠
<b>Form 4A: Budget Report</b>	⚠
<b>Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate</b>	✓
<b>Form 144: Salary Ordinance</b>	⚠
<b>Civil Debt Worksheet</b>	⚠

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms

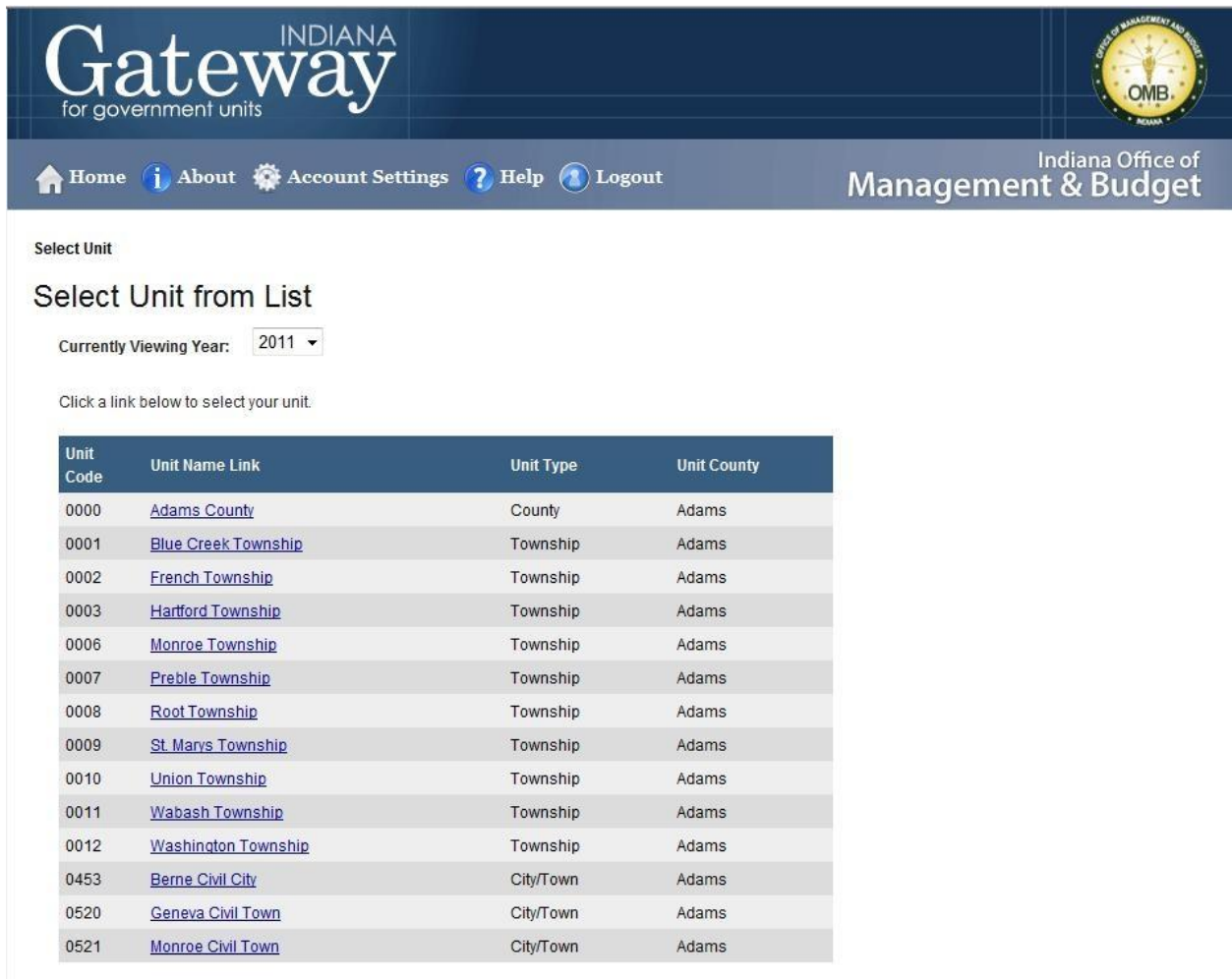
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# Accessing the Certificate of Net Assessed Value

## Select Unit

Once you log in, a list of units will appear that have been assigned to your user account. For the purpose of completing the Certificate of Net Assessed Value, you must select the county unit.



Select Unit

### Select Unit from List

Currently Viewing Year: 2011 ▼

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0000	<a href="#">Adams County</a>	County	Adams
0001	<a href="#">Blue Creek Township</a>	Township	Adams
0002	<a href="#">French Township</a>	Township	Adams
0003	<a href="#">Hartford Township</a>	Township	Adams
0006	<a href="#">Monroe Township</a>	Township	Adams
0007	<a href="#">Preble Township</a>	Township	Adams
0008	<a href="#">Root Township</a>	Township	Adams
0009	<a href="#">St. Marys Township</a>	Township	Adams
0010	<a href="#">Union Township</a>	Township	Adams
0011	<a href="#">Wabash Township</a>	Township	Adams
0012	<a href="#">Washington Township</a>	Township	Adams
0453	<a href="#">Berne Civil City</a>	City/Town	Adams
0520	<a href="#">Geneva Civil Town</a>	City/Town	Adams
0521	<a href="#">Monroe Civil Town</a>	City/Town	Adams

Simply click on the name of the county unit to proceed to the Manage Unit screen.

The Certificate of Net Assessed Value will appear on the Manage Unit screen under the “County Specific Functions” area.

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Indiana Office of Management & Budget

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

[Select Unit](#) > **Manage Unit**

Selected Year: 2011 | Selected Unit: Adams County - 0000 Adams County

### Manage Unit - 0000 Adams County

Select from the options below to customize your unit's funds, departments, and/or advertisements.

**Department of Local Government Finance Tasks**

- Customize Funds and Departments**  
View and edit lists of funds and departments.
- View Forms, Enter and Edit Budgets**  
View funds list, create or edit a fund. Link to Forms.
- Submit Proof of Advertisement and Signed Ordinance**  
View, upload and submit proof of advertisement to DLGF.

**County Specific Functions**

- Certificate of Net Assessed Valuations**  
View, upload and submit certificate of Net AV to DLGF.

**Indiana State Board of Accounts Tasks**

- Manage Funds List**  
View funds list, create or edit a fund

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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# Completing the Certificate of Net Assessed Value

The Certificate of Net Assessed Value is completed as a four-step process. Step 1 allows you to enter the net assessed value data at the taxing district level. Steps 2-3 allow you to assign taxing districts to units, enabling Gateway to compute unit-level net assessed value certifications. Step 4 permits you to electronically sign the form.

## Step 1: Enter Taxing District Data

In this step, you will enter net assessed value data by taxing district into a web-based “spreadsheet.” The spreadsheet is contained within a scrollable panel. You may tab through the fields as with other spreadsheet software (e.g., Microsoft Excel). Alternatively, the bars at the right and bottom of the screen can be used to scroll through the form.

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Certificate of Net Assessed Valuation - Enter Taxing District Data

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CERTIFICATE OF NET ASSESSED VALUATIONS  
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

[Step 2: Verify Units List](#)

**Step 1: Enter Taxing District Data**  
**Certificate of Net Assessed Valuations**

Delete	Col B: State Assigned Taxing District Code	Col B: District Name	Col C: Bank PP AV	Col D: Net Assessed Valuation Real Estate	Col E: Net Assessed Valuation Business Personal Property Only	Col F: Minus Assessed Value of TIF Real Estate	Col G: Minus Assessed Value TIF Business Personal Property Only
	002	SOUTH BLUE CREEK TOWNSHIP	\$55	\$2300	\$45	\$203	\$34
	003	NORTH FRENCH TOWNSHIP	\$9	\$2342323423423	\$45645	\$4564	\$7
	004	SOUTH FRENCH TOWNSHIP	\$20	\$45546	\$456	\$0	\$0
	005	HARTFORD TOWNSHIP	\$50	\$456	\$0	\$0	\$0
	006	JEFFERSON TOWNSHIP	\$0	\$2354	\$0	\$0	\$0
	007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
	008	NORTH MONROE TOWNSHIP	\$0	\$7	\$8	\$0	\$0

Add Taxing District Save Refresh Summary Totals

As with other spreadsheet software, the column sizes can be altered by “dragging” the edges back and forth. Further, the data may be sorted according to a particular column’s values by clicking on the label of the column you wish to use as the sort parameter.

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Certificate of Net Assessed Valuation - Enter Taxing District Data

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CERTIFICATE OF NET ASSESSED VALUATIONS  
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Step 1: Enter Taxing District Data  
Certificate of Net Assessed Valuations

Step 2: Verify Units List

Delete	Col B: State Assigned Taxing District Code	Col B: District Name	Col C: Bank PP AV	Col D: Net Assessed Valuation Real Estate	Col E: Net Assessed Valuation Business Personal Property Only	Col F: Minus Assessed Value of TIF Real Estate	Col G: Minus Assessed TIF Business Pe Property Only
X	010	BERNE CITY-MONROE TOWNSHIP	\$0	\$48330792	\$18584600	\$2500110	\$3064840
X	018	BERNE CITY-WABASH TOWNSHIP	\$0	\$51189051	\$5054320	\$0	\$0
X	014	DECATUR CITY-ROOT TOWNSHIP	\$0	\$108040084	\$32347540	\$0	\$0
X	019	GENEVA TOWN	\$0	\$31386182	\$7409810	\$0	\$0
X	005	HARTFORD TOWNSHIP	\$50	\$456	\$0	\$0	\$0
X	006	JEFFERSON TOWNSHIP	\$0	\$2354	\$0	\$0	\$0
X	007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0

Add Taxing District Save Refresh Summary Totals

As data are entered, they can be saved by clicking the “Save” button at the bottom of the panel. Data are also saved when you hit the “Enter” key on the keyboard or when you move to a different row using the mouse. You will know the data have been saved when a message appears above the save button that says “Data Posted Successfully.”

X	007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
X	011	MONROE TOWN-MONROE TOWNSHIP	\$0	\$16144244	\$1081500	\$0	\$0
X	003	NORTH FRENCH TOWNSHIP	\$9	\$2342323423423	\$45645	\$4564	\$7

Data Posted Successfully

Add Taxing District Save Refresh Summary Totals

If a new taxing district is required, you may add one by clicking the “Add New Taxing District” button located at the bottom right corner of the panel. The new row will appear at the end of the list, so you may need to scroll to the bottom of the chart to view the blank row. The default taxing district code of “9999” should be replaced, and the appropriate name given. Data may then be entered in the same manner as before. Please see the note on page 18 for other pertinent information about district creation.

007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
011	MONROE TOWN-MONROE TOWNSHIP	\$0	\$16144244	\$1081500	\$0	\$0
003	NORTH FRENCH TOWNSHIP	\$9	\$2342323423423	\$45645	\$4564	\$7

Data Posted Successfully

Add Taxing District Save Refresh Summary Totals

Underneath the panel, Gateway provides countywide totals of each column. To update the totals for data that have been entered, first ensure the data have been saved. Then click the “Refresh Summary Totals” button. Note that if this button is clicked before data are saved, the unsaved data will be lost.

000	JEFFERSON TOWNSHIP	\$0	\$0	\$0	\$0	\$0
007	KIRKLAND TOWNSHIP	\$0	\$0	\$0	\$0	\$0
008	NORTH MONROE TOWNSHIP	\$0	\$7	\$8	\$0	\$0

Add Taxing District Save Refresh Summary Totals

**Summary Totals**

Bank PP AV: \$134.00

Net Assessed Valuation Real Estate: \$2,342,962,308.096.00

Net Assessed Valuation Business Personal Property Only: \$104,069,814.00

Minus Assessed Value of TIF Real Estate: \$2,504,877.00

Minus Assessed Value of TIF Business Personal Property Only: \$3,064,881.00

Adjusted Net Assessed Valuation: \$734,902,768.00

Net Assessed Valuation Homestead: \$0.00

Assessed Value of TIF released: \$0.00

Assessed Value Changes for Annexations First Effect This Year: \$0.00

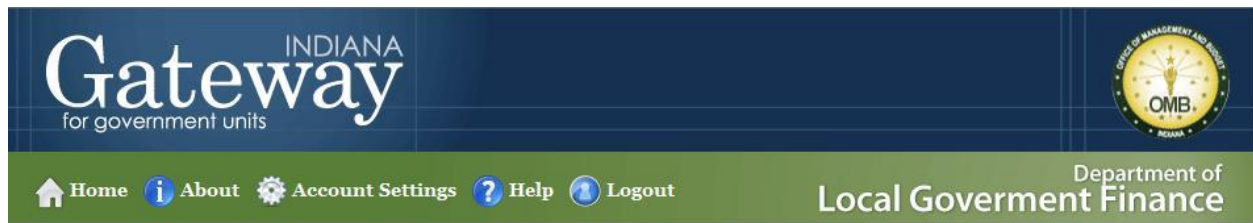
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You may print this chart at any time by clicking the “Print” link at the top-left corner of the panel. This will open a separate window that presents the data in printable format. The separate window is necessary because browser-based printing (printing the screen as you see it) will not capture all the data in the table.



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Manage Unit](#) > Certificate of Net Assessed Valuation - Enter Taxing District Data



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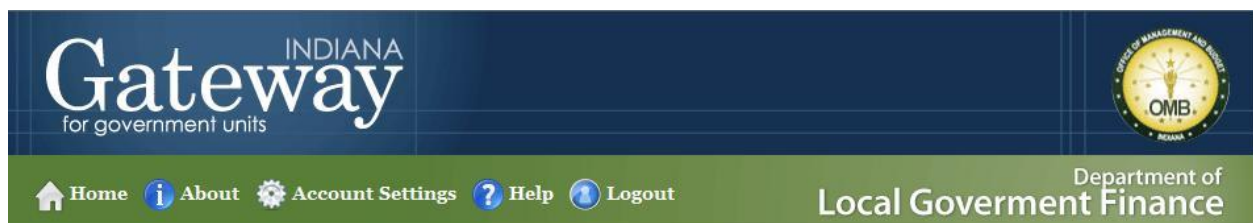
CERTIFICATE OF NET ASSESSED VALUATIONS  
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

[Step 2: Verify Units List](#)

### Step 1: Enter Taxing District Data Certificate of Net Assessed Valuations

Delete	Col B: State Assigned Taxing District Code	▲ Col B: District Name	Col C: Bank PP AV	Col D: Net Assessed Valuation Real Estate	Col E: Net Assessed Valuation Business Personal Property Only	Col F: Minus Assessed Value of TIF Real Estate	Col. G: Minus Assessed TIF Business Pe Property Only
✖	010	BERNE CITY-MONROE TOWNSHIP	\$0	\$48330792	\$18584600	\$2500110	\$3064840

Once Step 1 is completed, navigate to Step 2 using the link at the top-right corner of the panel.



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Manage Unit](#) > Certificate of Net Assessed Valuation - Enter Taxing District Data

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[Step 2: Verify Units List](#)

### Step 1: Enter Taxing District Data Certificate of Net Assessed Valuations

Delete	Col B: State Assigned Taxing District Code	▲ Col B: District Name	Col C: Bank PP AV	Col D: Net Assessed Valuation Real Estate	Col E: Net Assessed Valuation Business Personal Property Only	Col F: Minus Assessed Value of TIF Real Estate	Col. G: Minus Assessed TIF Business Pe Property Only
✖	010	BERNE CITY-MONROE TOWNSHIP	\$0	\$48330792	\$18584600	\$2500110	\$3064840

## Step 2: Verify Unit List

This task is straightforward. The screen will present a list of units based on the most recently-issued budget order. (Note: Cross-county units will be listed in each of the counties in which the unit has assessed value.) As with Step 1, you may scroll through the list using the scroll bar on the right.

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Certificate of Net Assessed Valuation - Verify Units List

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CERTIFICATE OF NET ASSESSED VALUATIONS  
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

Step 2: Verify Unit List  
Certificate of Net Assessed Valuations

Delete	Unit Code	Unit Type	Unit Name
	0025	School	NORTH ADAMS COMMUNITY SCHOOL CORP
	0035	School	SOUTH ADAMS SCHOOL CORPORATION
	0304	Library	ADAMS PUBLIC LIBRARY SYSTEM
	0407	City/Town	DECATUR CIVIL CITY
	0453	City/Town	BERNE CIVIL CITY
	0520	City/Town	GENEVA CIVIL TOWN
	0521	City/Town	MONROE CIVIL TOWN
	1011	Special	ADAMS COUNTY SOLID WASTE MANAGEMENT
	9999	...	Please Enter a Unit Name

Add Unit Save

Step 1: Taxing Districts | Step 3: Link Taxing Districts

If the unit list is current and correct, you may proceed to Step 3 using the link at the top-right of the panel.

Print

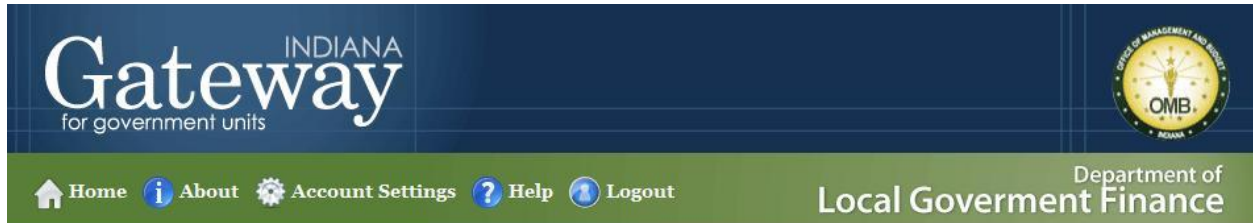
CERTIFICATE OF NET ASSESSED VALUATIONS  
TO THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

Step 2: Verify Unit List  
Certificate of Net Assessed Valuations

Delete	Unit Code	Unit Type	Unit Name
	0025	School	NORTH ADAMS COMMUNITY SCHOOL CORP

Step 1: Taxing Districts | Step 3: Link Taxing Districts

If a unit needs to be added to the list, click the “add unit” button at the bottom of the panel. Note that the blank row will appear at the bottom of the list. The default unit code of “9999” should be replaced, and the appropriate name given. Please see the note on page 18 for other pertinent information about unit creation.



**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

[Select Unit](#) > [Manage Unit](#) > **Certificate of Net Assessed Valuation - Verify Units List**

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[Step1:Taxing Districts](#) | [Step3:Link Taxing Districts](#)

## Step 2: Verify Unit List Certificate of Net Assessed Valuations

Delete	Unit Code	Unit Type	Unit Name
	0025	School	NORTH ADAMS COMMUNITY SCHOOL CORP
	0035	School	SOUTH ADAMS SCHOOL CORPORATION
	0304	Library	ADAMS PUBLIC LIBRARY SYSTEM
	0407	City/Town	DECATUR CIVIL CITY
	0453	City/Town	BERNE CIVIL CITY
	0520	City/Town	GENEVA CIVIL TOWN
	0521	City/Town	MONROE CIVIL TOWN
	1011	Special	ADAMS COUNTY SOLID WASTE MANAGEMENT
	9999	...	Please Enter a Unit Name

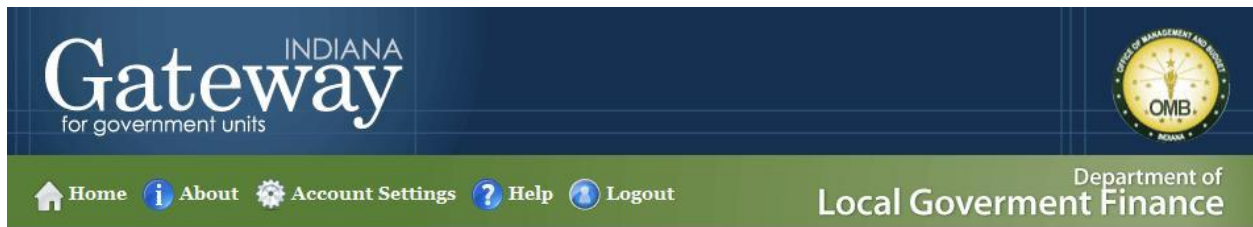


If a unit needs to be deleted, click on the red “x” next to the unit, and click “ok” when asked to confirm.



	0521	City/Town	MONROE CIVIL TOWN
	1011	Special	ADAMS COUNTY SOLID WASTE MANAGEMENT
	9999	...	Please Enter a Unit Name

You may print this page at any time by clicking the “Print” link at the top-left corner of the panel. This will open a separate window that presents the data in printable format. The separate window is necessary because browser-based printing (printing the screen as you see it) will not capture all the data in the table.



IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

[Select Unit](#) > [Manage Unit](#) > Certificate of Net Assessed Valuation - Verify Units List



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CERTIFICATE OF NET ASSESSED VALUATIONS  
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[Step1:Taxing Districts](#) | [Step3:Link Taxing Districts](#)

## Step 2: Verify Unit List Certificate of Net Assessed Valuations

Delete	Unit Code	Unit Type	Unit Name
	002b	School	NORTH ADAMS COMMUNITY SCHOOL CORP
	0035	School	SOUTH ADAMS SCHOOL CORPORATION
	0304	Library	ADAMS PUBLIC LIBRARY SYSTEM
	0407	City/Town	DECATUR CIVIL CITY
	0453	City/Town	BERNE CIVIL CITY
	0520	City/Town	GENEVA CIVIL TOWN
	0521	City/Town	MONROE CIVIL TOWN
	1011	Special	ADAMS COUNTY SOLID WASTE MANAGEMENT
	9999	...	Please Enter a Unit Name

Add Unit Save

## Step 3: Match Districts to Units

This step allows you to link the appropriate taxing districts to each taxing unit.

Example: Gateway County has five taxing districts (001-005). Alpha Township imposes its tax rate on districts 001, 002, and 003. Beta Township imposes its rate on districts 004 and 005. The user would assign districts 001, 002, and 003 to Alpha Township and districts 004 and 005 to Beta Township.

The screen will present the combinations based on the most recently-issued budget order. Gateway will compute a unit-level Net Assessed Value for each unit by subtotalling the data entered in Step 1 according to the unit-district relationships specified in this step.

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Certificate of Net Assessed Valuation - District Selection

Click Here to Print This Form






Step 2: Verify Units List | Step 4: Sign the Certificate

Step 3: Match Districts to Units

Certificate of Net Assessed Valuations

County	Unit	Edit Districts	Districts	Total NAV
Adams	BLUE CREEK TOWNSHIP		<div>NORTH MONROE TOWNSHIP</div> <div>SOUTH MONROE TOWNSHIP</div>	Total: \$ 25,931,711
Adams	FRENCH TOWNSHIP			Total: \$ 0
Adams	HARTFORD TOWNSHIP		<div>HARTFORD TOWNSHIP</div>	Total: \$ 0
Adams	JEFFERSON TOWNSHIP		<div>JEFFERSON TOWNSHIP</div>	Total: \$ 0
Adams	KIRKLAND TOWNSHIP		<div>KIRKLAND TOWNSHIP</div>	Total: \$ 0

For units that have many associated districts, the scroll bars in each box may be used to scroll through the list.

Adams	BERNE CIVIL CITY		<div> <div></div> <div>BERNE CITY-MONROE TOWNSHIP</div> <div>BERNE CITY-WABASH TOWNSHIP</div> </div>	Total: \$ 117,593,813
Adams	GENEVA CIVIL TOWN		<div> <div></div> <div>GENEVA TOWN</div> </div>	Total: \$ 38,795,992
Adams	MONROE CIVIL TOWN		<div> <div></div> <div>MONROE TOWN-MONROE TOWNSHIP</div> </div>	Total: \$ 17,225,744
Adams	ADAMS COUNTY SOLID WASTE MANAGEMENT		<div> <div></div> <div>           SOUTH FRENCH TOWNSHIP            HARTFORD TOWNSHIP            JEFFERSON TOWNSHIP            KIRKLAND TOWNSHIP            NORTH MONROE TOWNSHIP            SOUTH MONROE TOWNSHIP            ADAMS CITY-MONROE TOWNSHIP         </div> </div>	Total: \$ 734,902,768
Adams	Please Enter a Unit Name		<div> <div></div> </div>	Total: \$ 0

If all the data on the screen are correct, you may proceed to Step 4 using the link at the top-right of the panel.

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Local Government Finance

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**


[Select Unit](#) > [Manage Unit](#) > Certificate of Net Assessed Valuation - District Selection

[Click Here to Print This Form](#)

[Step 2: Verify Units List](#) | [Step 4: Sign the Certificate](#)

### Step 3: Match Districts to Units

#### Certificate of Net Assessed Valuations

County	Unit	Edit Districts	Districts	Total NAV
Adams	ADAMS COUNTY SOLID WASTE MANAGEMENT		<div> <div></div> <div>NORTH MONROE TOWNSHIP</div> <div>SOUTH MONROE TOWNSHIP</div> </div>	Total: \$ 734,902,768

If a unit needs to be updated or corrected, click on the “Edit Districts” icon to the left of the district list. This will bring up a list of all possible taxing districts. Check the districts that need to be added and uncheck those that should be removed. Then click “update record.” The unit-level Net Assessed Value will recalculate automatically.

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Certificate of Net Assessed Valuation - District Selection

Click Here to Print This Form

Step 2: Verify Units List | Step 4: Sign the Certificate

### Step 3: Match Districts to Units

Unit Districts By County

Selected County: Adams

Selected Unit: BLUE CREEK TOWNSHIP

Available Districts:

<input type="checkbox"/> 002-SOUTH BLUE CREEK TOWNSHIP	<input type="checkbox"/> 006-JEFFERSON TOWNSHIP	<input type="checkbox"/> 010-BERNE CITY-MONROE TOWNSHIP	<input type="checkbox"/> 014-DECATUR CITY-ROOT TOWNSHIP	<input type="checkbox"/> 018-BERNE CITY-WABASH TOWNSHIP
<input type="checkbox"/> 003-NORTH FRENCH TOWNSHIP	<input type="checkbox"/> 007-KIRKLAND TOWNSHIP	<input type="checkbox"/> 011-MONROE TOWN-MONROE TOWNSHIP	<input type="checkbox"/> 015-ST. MARYS TOWNSHIP	<input type="checkbox"/> 019-GENEVA TOWN
<input type="checkbox"/> 004-SOUTH FRENCH TOWNSHIP	<input checked="" type="checkbox"/> 008-NORTH MONROE TOWNSHIP	<input type="checkbox"/> 012-PREBLE TOWNSHIP	<input type="checkbox"/> 016-UNION TOWNSHIP	<input type="checkbox"/> 020-SOUTH WASHINGTON TOWNSHIP
<input type="checkbox"/> 005-HARTFORD TOWNSHIP	<input checked="" type="checkbox"/> 009-SOUTH MONROE TOWNSHIP	<input type="checkbox"/> 013-ROOT TOWNSHIP	<input type="checkbox"/> 017-WABASH TOWNSHIP	<input type="checkbox"/> 021-NORTH WASHINGTON TOWNSHIP

Cancel Update Record

KIRKLAND TOWNSHIP

Total: \$ 0

Once all data are current and correct, you may proceed to Step 4 as described on the previous page.


## Step 4: Sign the Form

This final step allows you to provide an electronic signature for the form, provided you are the user with submission rights (the County Auditor). You will enter your name, title, date, and a confidential PIN code. This PIN code will be provided to you by the Department during June, and will be sent only to the official with submission rights. The PIN should be kept confidential. Once you have entered the information, please click the “Save Signature” button to complete the electronic signature.

Gateway

INDIANA

for government units



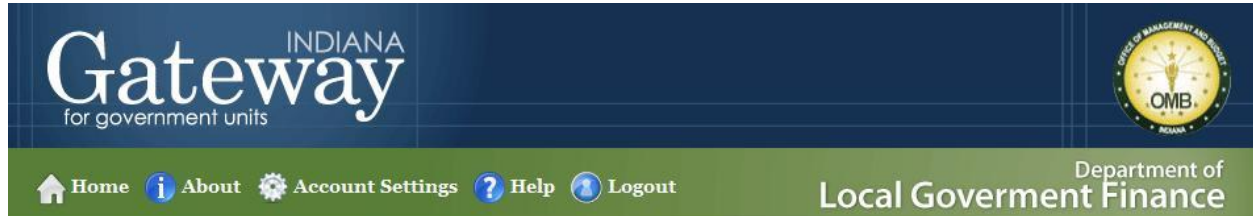
[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

Department of  
Local Government Finance

Save Signature

# Submitting the Certificate of Net Assessed Value

Once you have completed all four steps and confirmed that the information is correct, click the “Ready to Submit” button.



**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

[Select Unit](#) > [Manage Unit](#) > **Certificate of Net Assessed Valuation - Sign The Certificate**

## Step 4: Sign The Certificate of Net Assessed Valuation

[Step 3: Select Districts](#) | [Exit Manage Units](#)

NAME:	<input type="text"/>
TITLE:	<input type="text"/>
SIGNATURE/PIN:	<input type="text"/>
DATE:	<input type="text"/>

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

[Save Signature](#)



[Ready to Submit](#)

This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.

Once this button is clicked, the submission option will appear.

<a href="#">Save Signature</a>
<a href="#">Ready to Submit</a>
This Form will still be editable. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.



[Submit completed CNAV to DLGF for review](#)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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• [DLGF](#)

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Simply click on this link and the form will be submitted.

You will see confirmation of the submission on the “Manage Unit” screen as well.

**Indiana Gateway**  
for government units

Home About Account Settings Help Logout

Indiana Office of Management & Budget

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > Manage Unit

Selected Year: 2011 | Selected Unit: Adams County - 0000 Adams County

### Manage Unit - 0000 Adams County

Select from the options below to customize your unit's funds, departments, and/or advertisements.

**Department of Local Government Finance Tasks**

- Customize Funds and Departments**  
View and edit lists of funds and departments.
- View Forms, Enter and Edit Budgets**  
View funds list, create or edit a fund. Link to Forms.
- Submit Proof of Advertisement and Signed Ordinance**  
View, upload and submit proof of advertisement to DLGF.

**County Specific Functions**

- Certificate of Net Assessed Valuations**  
 **CNAV Has Been Submitted**  
View, upload and submit certificate of Net AV to DLGF.

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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## Important Note about District and Unit Changes

If you need to add or delete a taxing unit or a taxing district within your county, you may do so within Gateway for the purpose of certifying net assessed values. However, for these changes to be recognized by the Department for the purpose of budget review and certification, the Auditor must notify the Department of the changes.